

U.S. Embassy – Lomé
American Citizen Services
Reporting the Birth of U.S. Citizen Abroad in Lomé

Appointments to register the birth of your child and obtain a first passport must be made online.

Below is a screenshot showing the selection to be made online to book the appointment:

Please choose only one service for your appointment. If you seek multiple services, check only one box below for the first service to make the appointment for all services.

- ☐ Add visa pages to undamaged, valid U.S. passport.
- ☐ Passport services other than adding pages.
- ☒ Report the birth abroad of a child of a U.S. citizen and/or apply for the child's first passport, Report of Birth and Social Security Number.
- ☐ Request notarial and other services not listed above.

Registration of birth of U.S. Citizen Abroad

Please remember that your child, and preferably both parents, must be present at the time of application for a Consular Report of Birth Abroad. The fee for the report of birth is \$100.00. We do not accept U.S. dollar bills that were issued before 1997 or U.S. dollar bills that bear additional markings.

U.S. citizens with children who were born outside the United States must register them at the nearest U.S. embassy or Consulate in order to document them as U.S. citizens. American citizens can register the birth of their children born abroad with the American Citizen Services Unit as well as obtain a first passport and social security number for newborn children. In the registration process, a Consul determines the eligibility of U.S. citizen parents to transmit citizenship to the child. Only the child's parent(s) or legal guardian(s) may apply for a Consular Report of Birth Abroad and passport on a child's behalf.

A first passport may only be issued after the Consular Report of Birth has been filed. Even if your child holds nationality of a country other than the U.S., if your child has a claim to citizenship, he or she must be in possession of a valid U.S. passport to enter and exit the United States.

When should you register the birth of your child?

U.S. citizen parents should register their children as soon as possible, but it is imperative that registrations be processed before the children reach eighteen years of

age. A Consular Report of Birth Abroad cannot be prepared if the child is 18 years old or more at the time the birth is reported.

Persons born abroad who are more than 18 years of age and who believe they have a claim to U.S. citizenship, but who have never been documented as a U.S. citizen, should apply to the nearest American Embassy or Consulate for information and assistance in investigating their claim to U.S. nationality.

How to Apply for a CRBA and a US passport at the U.S. Embassy in Lomé

The following documents are required to apply for a Consular Report of Birth Abroad to a child born in Togo:

1. [DS-2029](#) Form (must be signed in front of a Consular Officer or a Notary Public)
2. Hospital Birth Certificate, i.e. Déclaration de naissance, with a certified translation into English.
3. Local Birth Certificate, i.e. Acte de naissance, with a certified translation into English.
4. If only the father is a US Citizen and the child is born out wedlock, an [Affidavit of Paternity and Support](#), form DS-5507.
5. Marriage certificate (with a certified translation if not in English).
6. If either parent was previously married, evidence of the termination of previous marriages (with a certified translation if not in English). Normally, such evidence consists of a divorce order, or death certificate.
7. Evidence of the American citizenship of each American parent, such as a United States passport, or naturalization certificate.
8. Second parent's government Photo identification.
9. If only one parent is an American citizen, that parent must show evidence of his or her physical presence in the United States. Such evidence often consists of previous passports, educational records (school or university transcripts), rent receipts, etc. The American citizen parent must show:
 - For children born after November 14, 1986: at least five years of physical presence in the United States, including two years after the age of fourteen.
 - For children born before November 14, 1986: at least ten years of physical presence in the United States, including five years after the age of fourteen.
10. Two photos of the child.

NOTE: All documents must be submitted in original or certified copy with one photocopy of each. Incomplete applications may be asked to return at a later date.

In addition, the following documents are required to apply for a US passport:

1. [DS-11](#) Form (must be an unsigned original).
2. [DS-3053](#) Form if you are the **non-applying** parent or guardian providing written **consent** for your minor child to apply for a U.S. passport because you are **unable** to appear in person with your child (Statement of Consent).

The \$100 CRBA fee and \$105 passport fee are collected in cash only, in United States dollars or the equivalent in CFA.

Completing the Form [DS-2029](#) (PDF 50KB)

The form should be downloaded and printed on white A4 or letter-size paper.

Please complete sections 1 to 15 on the application form in block letters and black ink. This information is mandatory. For items that are not applicable to you, complete the entry with "N/A".

Item 6 - Full Name: Please complete this item with your names **as they appear on the passports**. For women who have adopted their spouse's surname, please complete thus: "Jane Smith Doe, born Jane Mary Smith."

Item 11 - Evidence of American Citizenship: Please complete this item with your United States passport number, date of issue, and place of issue as listed on your current passport. Foreign nationals should list the country of nationality in addition to the other information.

Item 12 - Physical Presence: This means the actual time when the parent was physically present in the United States. **Any travel outside the United States, including vacation, does not count toward physical presence and should NOT be included in the dates added in this section.** Maintaining a residence in the United States does **not** constitute physical presence. Start with your birth, if you were born in the United States, or your first entry to the United States and list all periods of physical presence in the United States up to the present. The dates will be therefore listed in chronological order, according to the following example:

Date of First day you entered the United States (mm/dd/yyyy) – Date of First day you exited the United States (mm/dd/yyyy)

Date of Second time you entered the United States (mm/dd/yyyy) – Date of Second time you exited the United States (mm/dd/yyyy),

You may attach a separate sheet with this information.

It is extremely important that you list all dates required in Question # 12 on the [Form DS-2029](#) ("Precise Periods of Physical Presence in United States") and that you can submit documentary evidence to support the dates of physical presence in the United States. If it is not clear that the parent has more than enough physical presence in the United States, it is important to obtain the exact dates of the parent's entries and departures.

Documentary evidence of physical presence may be submitted in the form of:

- current passport showing entries into or departures from the United States and other countries;
- expired passports showing entries into or departures from the United States and other countries;
- school, and employment records;
- tax withholding statements;
- bank, credit card records;
- frequent flyer records;
- boarding passes;
- and other such documents that establish periods of U.S. physical presence.

Item 14 – Previous Marriages: For each parent, if applicable indicate the date of any previous marriage as well as their termination date(s) if applicable.

Please do not sign the form until requested by a consular officer.

[PLEASE CLICK HERE TO SCHEDULE AN APPOINTMENT FOR REPORT OF BIRTH.](#)